

The following list is provided for your use in preparing for your trip to Newport.

1. Contact with the designated U.S. Security Cooperation Officer (SCO) in your country: Have you established initial contact with the SCO at the U.S. embassy in your country for briefings and issue of Invitational Travel Orders?
2. Passports and Visas
  - a. Do you and your dependents have passports that are valid throughout the entire length of your visit?
  - b. Are the visas good throughout the visit?
  - c. Do you have A-2 status, a Visa stamped: D/S, and Multiple Entry?
3. Invitational Travel Orders
  - a. Do you have the original orders and 3 copies of the ITO?
  - b. Have you had the ITOs thoroughly explained to you by the SCO?
  - c. Are all items filled out properly?
4. Survey and Biography
  - a. Have you completed the electronic forms that were emailed to you by staff at NWC?
  - b. Have you provided NWC with your Biography?
5. Sponsor (excluding IMSOC)
  - a. Have you contacted the NWC IMSO for the contact information of your sponsor?
  - b. Have you corresponded with your sponsor?
  - c. Have you confirmed that your sponsor will meet you and your family at the airport or train station upon your arrival?
6. Travel Information
  - a. Have you confirmed travel reservations to Providence, Rhode Island?
  - b. Is your SCO aware of your travel itinerary?
  - c. Is your sponsor also aware?
7. Personal Shipments
  - a. Have you arranged to have the appropriate uniforms with you for the season (October-April: winter uniform / May-September: summer uniform)? You will take a photo in the seasonal dependent uniform (or equivalent) during orientation.
  - b. Have you arranged to have off-season and formal uniforms sent to Newport?
  - c. Have you arranged shipment of personal goods through a freight forwarder with offices in Boston or New York?
  - d. Is the freight forwarder licensed to do business as a Customs House Broker?
  - e. Do you have your Bill-of-Lading for each shipment?
8. Pay: Do you fully understand the allowances and pay you will receive from either your country or through the IMET program while at NWC?
9. Personal Expenses: Have you brought sufficient funds to cover initial costs upon arrival in Newport? This includes lodging, meals, and incidentals.
10. Driver's License: Have you and other members of your family over the age of 16 obtained a driver's license from your country?
11. Mail: Have you made arrangements to have your mail forwarded to Newport?

12. Medical

- a. Do you have a thorough understanding of the limits of medical care provided by the U.S. Navy, as contained in your ITO and as briefed by the SCO in your country?
- b. Do you have medical coverage for your dependents through your Navy or through an insurance program? This must include pregnancy insurance for your spouse, if necessary.
- c. Do you have a medical history of yourself and your dependents?
- d. Do you have a record of immunizations for yourself and your dependents?
- e. Are dates of immunizations for your children written on the immunization sheet (month/day/year)?

13. School Enrollment

- a. Do you have documentation for dependents to support the following?
  - (1) Child's age
  - (2) Child's educational record
  - (3) Child's immunization
  - (4) Child's medical examination

14. Country References

- a. Do you, your spouse, and your children (if desired) have traditional national dress that you may want to wear at specific events during your stay at NWC, or during show-and-tell events at your child's school?